

SCHOOL BUSINESS EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the supervision, performance, management, and coordination of a wide variety of business duties for a school district. Activities are performed in accordance with school district policies under the direction of the chief school officer with leeway permitted for the exercise of independent judgment. The incumbent directs the work of the business office and reports to the board of the school district. Does related work as required.

TYPICAL WORK ACTIVITIES:

Establishes accounting records and procedures to conform to district policy, state and

federal requirements and installs procedures for encumbrance, expense

accounting, and distribution of revenues into proper fund accounts;

Supervises the collection of revenues by establishing procedures for the district tax

collector, treasurer, and assigned personnel;

Develops and supervises the maintenance and control of property classification and

inventory systems for fixed assets and supplies;

Supervises preparation of and transmits periodic and special financial reports to

appropriate federal and state authorities and as required by the Board or

Superintendent;

Prepares studies of financial transactions to provide cost analysis reports for the Board;

Reviews and consolidates all budget requests and revenue sources to prepare and

develop the budget document;

Explains tentative budget to School Board, community groups, and news media to

improve their understanding;

Evaluates the current or planned activities of the district and recommends to the Board

those particular budget cuts or supplementary budget amounts which should be

considered by them;

Prepares long and short term financial plans for use by the Board;

Develops data for bond sale prospectus and arranges for sale of bonds in cooperation with bond consultants;

Provides fiscal, statistical and business management information in support of state and federal grant applications for district projects;

Coordinates the preparation of a variety of financial and operational reports on food service programs for federal and state agencies and the School Board;

Develops district insurance program and makes recommendations to the Board;

Periodically audits insurance coverage against inventories, appraisals, liabilities and replacement cost;

Monitors insurance requirements to assure timely review, renewal, revision, or cancellation;

Provides financial and other data for negotiating teams, fact finder, mediator, arbitrator, or representatives of employee organizations;

Writes specifications based on requests for supplies, services and equipment;

Determines needs for formal bidding, purchases through state contracts, sources exempt from bidding law and those obtainable by direct purchase;

Physical condition commensurate with the demands of the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of business administration procedures;

Thorough knowledge of accounting methods and budgetary procedures;

Thorough knowledge of the techniques of monitoring expenditure of funds;

Good knowledge of the techniques of solving financial problems;

Good knowledge of debt and investment management;

Good knowledge of purchasing and inventory practices;

Good knowledge of the principles of cost analysis;

Ability to communicate effectively both orally and in writing;

Ability to identify and anticipate financial problems and needs;

Ability to identify and set priorities;

Ability to verbally explain and defend budgets;

Ability to interpret financial reports;

Skill in organizing and consolidating narrative and tabular information into a clear,
logical, fiscal plan;

Skill in human and public relations;

Good judgment;

Thoroughness;

Dependability;

Physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree including or supplemented by 24 semester credit hours in accounting, business education, or business administration and two (2) years of business administration experience which must have included accounting and budgeting duties one (1) year of which shall have been in a supervisory capacity; or

- (b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in accounting or business administration and four (4) years of business administration experience which must have included accounting and budgeting duties one (1) year of which shall have been in a supervisory capacity; or
- (c) Graduation from high school or possession of a high school equivalency diploma and six (6) years of business administration experience which must include accounting and budgeting duties, one (1) year of which shall have been in a supervisory capacity; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c).